

Resources for Trainers

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This page is designed to provide NCICB and caBIG training and demo developers with resource links and information related to creating, maintaining and providing training and demos for the caBIG community. Please feel free to comment or add additional information.

caBIG® Training Structure

Term	Definition	Example
Curriculum	A plan of instruction that details what students are to know, how they are to learn it, what the teacher's role is, and the context in which learning and teaching will take place	caCORE Curriculum
Course	A unit of instruction in one subject; addresses multiple, closely related learning objectives; assigned a unique ID in the caBIG® Learning Management System.	CORE1070: Curating Metadata from UML Models (3 Sessions)
Session	A training instance in a particular course. Courses may be comprised of one or more Sessions.	1071: Curating Metadata from UML Models Session 1; Tuesday from 12:45 pm to 1:30 pm Eastern.
Lesson	Smaller training unit within a single training Session, aimed at completing a single learning objective. Sessions may be comprised of one or more Lessons.	Lesson 1: Introduction to UML Modeling
Boot Camp	A compressed version and delivery of a particular curriculum, within a limited time frame (1-3 days); focuses on providing the learner with hands-on experience.	caBIG Developer Boot Camp
Demo	A stand-alone demonstration shows end users the key functionality and workflow covered by a tool, preferably using some form of screen cast.	caArray: A Tool Overview Demonstration

How-To Guides: Training

- [Developing Training for caBIG - A Quick Guide](#). This summary presents the key terms, alternatives, and processes needed to develop training materials for caBIG. Each summary table in this document is supplemented by more extensive guidance and resources, provided below.
- [Developing caBIG Training Modules: A How-To-Guide](#) This document describes a six-step process for developing caBIG® training modules. Download templates referenced in this How-To Guide:
 - [Audience Analysis Template](#)
 - [Project Scope and Purpose Template](#)
 - [Outline and Objectives Template](#)
 - [Training PowerPoint Templates \(Overview / Hands-On\)](#)
 - [Course Evaluation Form Template](#)
- [Developing caBIG Training: Training Approaches](#)- This guide provides more information about selecting a training method, and includes overview information about creating tests to accompany your training.
- [Testing Strategies: To Test or Not to Test? Criteria for Including Testing with caBIG Training](#)- This guide provides in-depth guidance on when testing should be incorporated into caBIG Training, and includes a matrix to help training developers determine if testing is needed for their specific training modules.
- [Getting Your Training Listed in the Learning Management System \(LMS\)](#) - This wiki page includes information about getting your training posted in the caBIG LMS.

Creating Training Materials: Tools

There are many software tools available for creating training materials and demonstrations. While many trainers create Powerpoint materials and

use hands-on exercises during classroom training, self-guided training and demo materials often require more sophisticated development tools that can better manage branching, quiz generation, and screencasting (the concurrent recording of voice and screen action). Here are three tools that the NCICB and caBIG training teams have successfully used in the past.

See the [Software Tools Comparison Matrix](#) for comparisons of the tools below.

Articulate

Articulate is an application that lets non-technical users convert standard MS PowerPoint presentations into Flash e-learning courses. Users can include audio narration, interactivity and even quizzes in the e-learning course. See the [Articulate](#) wiki page for a brief demonstration and more information on using Articulate. Please feel free to add comments pertaining to your use of Articulate's features or potential draw backs.

Camtasia

Camtasia is a tool that will let you record the actions on your computer screen to create training, demonstrations, and presentation videos. You can also add audio to the recording. A brief demonstration of Camtasia is under development. See the [Camtasia](#) wiki page for more information and feel free to add comments pertaining to your use of Camtasia's features or potential draw backs.

Adobe Connect

Adobe Connect (formerly Breeze) is NIH hosted web meeting - also known as webcasting - software (similar to Centra). It is the recording option with the least amount of ramp up time in terms of software installation and learning curve, but must be recorded with the help of a caBIG "producer" (a member of the program team with an Adobe Account and knowledge about how to use it). Adobe Connect allows you to both import slides for "voice over slides" recordings, but also allows you to record desktop and applications action on screen (also called screencasting). You can record voice over slides or screen action using either USB mic, or through an integrated phone option. Adobe Connect is a strong alternative method for recording short (less than 30 minutes in length), voice-over presentations or demonstrations for tools or systems when you do not want to invest in software, when the presenter feels comfortable or when the presenter is remote. Additional points:

- We do the recording virtually - with the presenter online in one place, and the producer in another - everything is done online, with either a phone or USB mic.
- Presenter should be on a landline for Internet and Phone, not wireless or cell, to help with recording quality.
- Presenter needs to be in an uninterrupted quiet room.
- The presenter cannot easily edit an Adobe Connect recording - once the presenter starts on a segment, they need to keep going - there is no pause feature. For longer trainings (>45 min), we would recommend breaking it up into subsections that are separate recordings.
- Once recorded, the recording is accessed as a web link on the Adobe Connect server. We do have the ability to download the file, but they are HUGE, so we strongly recommend that the streaming video version on the server (through the web link) be used.

Posting caBIG Training Materials

There are several options for hosting caBIG Demos, Presentations and Webcasts depending on the type of training and the software used to create it. Options include:

Hosting Option	Best for...	Not recommended for...
caBIG Training Materials Server	<ul style="list-style-type: none"> •Multi-file presentations or demos •Camtasia or Articulate webcast platforms •PowerPoint files with embedded audio 	<ul style="list-style-type: none"> •Presentations or demos that require frequent updates •Only those with access to the server can make changes to files
Knowledge Center Server	<ul style="list-style-type: none"> •Single-file presentations or demos •Restricted to training materials for tools that are maintained by the Knowledge Center itself. 	<ul style="list-style-type: none"> •Multi-file presentations or demos •This includes PowerPoint files that have embedded audio files
NCI Wiki (Confluence platform)	<ul style="list-style-type: none"> •Single files •If restricted access is needed, Confluence can allow for this 	<ul style="list-style-type: none"> •Multi-file presentations or demos •This includes PowerPoint files that have embedded audio files

- These hosting options are centralized resources if they are needed.
- Materials must reside on a government-owned server; the caBIG training materials server, Knowledge Center servers, and NCI Wiki are all government-owned.
- Content residing on the NCI training materials server or the Knowledge Center servers can be linked to from other sites.
- To upload materials to the caBIG Training Materials Server, please see the [How to Upload Training Materials](#) page.
- For more information on using the caBIG Training Materials Server for hosting, email res-ncincibtraining@mail.nih.gov.